

NLDC Funding 2008 Meeting Minutes

Wednesday 19th November 2008, 10:00 at Felaw Maltings

Present:

Amanda Stevens	LSC
Nicky Bradford	Suffolk County Council
Steve?	Suffolk County Council
Bruce MacGregor	CSV Media
Simon Waldron	SAVO / Suffolk Learning Consortium
Robin Hodgkinson	SAVO / Suffolk Learning Consortium (from 11:00)

1) **Apologies: None**

2) **Minutes from the last meeting (10th September 2008) - Agreed**

Action Points

Robin will email all groups with our comments, inviting them to submit applications where appropriate. Given the oversubscription, particularly on revenue, request larger bids to say what they might achieve with less money - DONE

Robin and Nicky to meet up every couple of weeks to review applications and get the money distributed – Robin and Nicky have been meeting weekly to progress applications and agree funding allocations.

Revenue - Only one bid was declined (due to not meeting NLDC criteria), budget has been allocated, after some negotiation, to 14 organisations (with agreed delivery plans).

Capital - 15 applications processed, with 7 funded so far. Full budget will be used.

Process - Nicky and Robin have developed a good process, for tracking applications and agreed projects, which will be useful for future years.

Nicky to review budget and talk to MEAL about reducing costs and/or whether it would be feasible to continue funding them again this year – The MEAL budget has been decreased but has the same learner target for delivery; MEAL have been advised that they will have to seek funding to cover the shortfall.

3) **NLDC Delivery**

Nicky circulated, and worked through, a report she had compiled which included:

- Learner Registration Targets
- Suffolk Learning Consortium - Learner Targets by month
- Document Summary
- Checklist for Nicky and Robin to ensure target dates are met
- NLDC Course List (data completion for LSC return)
- Financial Summary
- Financial Month by Month
- Suffolk Learning Consortium - Capital Fund Summary

4) Performance

Nicky's pack included full details on the information required for LSC formal reports. Reporting is also in place to track the number of VCS and Skills for Jobs (SfJ) learners. Amanda expressed her thanks for the excellent work done by Nicky and Robin which had not only provided funding to a wide range of projects but had also established a good partnership working process.

ACTION Amanda will produce a report (from content provided in Nicky's report) to pass on to Judith Mobbs and NIACE, to demonstrate the value of this project and to offer it as a best practice example.

Simon reported that by procuring IT through the Suffolk Learning Consortium we have been able to provide 15-20% more from the budget.

ACTION Simon to produce a précis report of organisations/projects awarded NLDC Capital and Revenue funding, copy to Amanda and Nicky, and publish on website.

ACTION Bruce to produce report on CSV Media Capital allocation by 26/11/08 to enable Amanda to compile her report to Region.

Robin joined the meeting and confirmed the good working relationships that had been developed; the only learning point for next year would be to do away with the Expressions of Interest (which proved of value this year to give an indication of take-up) and to have fixed closing dates for all applications.

ACTION Robin to email Amanda photos of Somerleyton Post Office project (which he showed at the meeting).

6) Next meeting

Wednesday 26th February 2009, 10:00 at Felaw Maltings

Meeting Closed: 11:10



NLDC funding is provided by the Learning and Skills Council and is managed in Suffolk by Suffolk County Council in association with the Suffolk Learning Consortium

